

Grievance Representation Authorization Letter

Date: _____

To Whom It May Concern,

I, **[Your Full Name]**, residing at **[Your Address]**, hereby authorize **[Representative's Full Name]** to act on my behalf in relation to my grievance concerning **[Brief Description of the Grievance]**.

This authorization includes the right to represent me in all discussions and negotiations regarding this matter, as well as access to any necessary documents or information pertinent to my grievance.

My grievance reference number is **[Reference Number]**.

Please provide any assistance necessary to ensure that my representative has access to all relevant information regarding my case.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]